

**AIRFIELD MANAGEMENT  
Combat Readiness Training Center (CRTC)**

**1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for the Airfield Management function of the CRTC.

**2. Authority.** ANGMD 10.01, *Air National Guard Combat Readiness Training Centers (CRTC)*, 1 Sep 94, and the 55-series of Air Force and Air National Guard regulations contain policy and procedural guidance for the Airfield Management function. This ANGMS has been developed in accordance with procedures outlined for development of single location manpower standard contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

**3. Applicability.** This standard applies to the Combat Readiness Training Centers located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Savannah, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS only. This standard applies to peacetime operations only.

**4. Standard Data:**

- a. Classification. Type III.
- b. Approval Date. 2 February 1993.
- c. Manpower Data Source. Staffing Pattern.
- d. Standard Manpower Equation.  $Y = 2$  (Constant Manpower).
- e. Workload Factor. N/A.

**5. Application Instructions.** This work center requires constant manpower of two. No other application instructions apply.

**6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of Waiting Periods.
- g. Levels of backlog.
- h. Hours of operation.

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- 2 Attachments**
- 1. Work Center Description**
  - 2. Standard Manpower Table**

## **WORK CENTER DESCRIPTION**

### **Airfield Management Combat Readiness Training Center (CRTC)**

#### **DIRECT:**

#### **1. AIRFIELD FACILITIES MANAGEMENT:**

**1.1. INSPECTS AIRFIELD FACILITY.** Accomplishes inspection of airfield facility and ensures inspections in compliance with AFI 13-213, *Airfield Management and Base Operations*. Records discrepancy, coordinates initial corrective action, documents, and takes follow-up when required.

**1.1.1. ACCOMPLISHES DAILY INSPECTION.** Inspects airfield environment.

**1.1.2. PERFORMS USER COMPLAINT INSPECTION.** Inspects airfield facility in response to a reported deficiency or discrepancy.

**1.1.3. PERFORMS AIRCRAFT INCIDENT INSPECTION.** Travels to/from designated location on the airfield, coordinates further action, documents discrepancy and corrective action taken, and takes follow-up action.

**1.1.4. PERFORMS HEAVY AIRCRAFT OPERATION INSPECTION.** Travels to/from the active runway and inspects runway and taxi route to parking area following a heavy aircraft landing.

**1.1.5. PERFORMS SEVERE WEATHER INSPECTION.** Travels about airfield facility to determine discrepancy or deficiency caused by severe weather.

**1.1.6. PERFORMS RUNWAY SURFACE CONDITION INSPECTION.** Receives notification from weather service and analyzes situation to determine response required.

**1.2. COORDINATES ANNUAL BARRIER CERTIFICATION.** Receives request for annual certification of aircraft arresting system and coordinates with appropriate agency to perform engagement when barrier has not been engaged for a 12-month period.

**1.3. ASSISTS IN PERIODIC CERTIFICATION OF AIRCRAFT ARRESTING SYSTEM.** Travels to/from the runway area to observe engagement.

#### **2. AIRFIELD MAINTENANCE:**

**2.1. COORDINATES ON CONTRACT.** Reviews design and contract, attends preconstruction briefing, monitors status of project, and makes final inspection.

#### **2.2. COORDINATES IN-HOUSE MAINTENANCE:**

##### **2.2.1. NOTIFIES CIVIL ENGINEERS OF REQUIREMENT FOR IN-HOUSE MAINTENANCE:**

**2.2.1.1. TELEPHONES CIVIL ENGINEERS WITH REQUEST WHICH REQUIRES IMMEDIATE ATTENTION.**

**2.2.1.2. SUBMITS AF FORM 332, BCE WORK REQUEST, ON REQUEST FOR MAJOR MAINTENANCE PROJECT.**

**2.2.1.3. SUBMITS AF FORM 332 FOR BCE REAL PROPERTY MAINTENANCE REQUEST FOR MINOR MAINTENANCE PROJECT.**

**2.2.2. COORDINATES WITH OTHER AIRFIELD FACILITY USER WHEN APPROPRIATE.**

**2.2.3. INSPECTS COMPLETED MAINTENANCE PROJECT AND ACCEPTS OR REJECTS FINISHED WORK.**

**2.2.4. ACCOMPANIES CIVIL ENGINEERING PERSONNEL ON SITE VISIT TO COORDINATE IF REMEDIAL ACTION REQUIRED.**

**2.3. PROCESSES AIRFIELD FACILITY CLOSURE.** Coordinates action and sends messages to higher headquarters.

**2.4. PROCESSES REQUEST FOR AIRFIELD WAIVER.** Reviews and analyzes request, visits site of proposed waiver, and coordinates on airfield waiver.

**2.5. CONDUCTS ANNUAL RECERTIFICATION OF WAIVER.** Reviews waiver, attends waiver review board, conducts inspection, and coordinates on results of review.

### **3. AIRFIELD USE/ACCESS CONTROL:**

#### **3.1. DEVELOPS OR REVISES AIRFIELD USE, ACCESS CONTROL POLICY, OR PROCEDURE:**

**3.1.1. DEVELOPS A NEW WRITTEN PLAN, REGULATION, OR SUPPLEMENT.** Identifies need and requests Office of Collateral Responsibility (OCR) representative. Drafts and corresponds with OCR representative. Receives, analyzes, and incorporates input. Prepares a first draft, coordinates first draft, prepares final, coordinates final draft, forwards final draft for publication, and reviews and proofreads published policy or procedure.

**3.1.1.1. DEVELOPS A NEW PLAN.**

**3.1.1.2. DEVELOPS A NEW REGULATION.**

**3.1.1.3. DEVELOPS A NEW SUPPLEMENT.**

**3.1.2. REVISES AN EXISTING WRITTEN PLAN, REGULATION, OR SUPPLEMENT.** Identifies need and requests OCR representative. Drafts and corresponds with OCR representative. Receives, analyzes, and incorporates input. Prepares a first draft, coordinates first draft, prepares final draft, coordinates final draft, forwards final draft for publication, and receives and proofreads published plan or procedure.

**3.1.2.1. REVISES A PLAN.**

**3.1.2.2. REVISES A REGULATION.**

**3.1.2.3. REVISES A SUPPLEMENT.**

#### **3.2. COORDINATES ON A NEW OR REVISED WRITTEN PLAN OR PROCEDURE:**

**3.2.1. COORDINATES ON A NEW WRITTEN PLAN, REGULATION, OR SUPPLEMENT.** Receives document, drafts input, returns to OPR, receives final draft of document, and coordinates and returns to OPR.

**3.2.2. COORDINATES ON A REVISED WRITTEN PLAN, REGULATION, OR SUPPLEMENT.** Receives document, drafts input, returns to OPR, receives final draft of document, and coordinates and returns to OPR.

**3.3. COORDINATES HOST-TENANT SUPPORT AGREEMENT, MEMORANDUM OF UNDERSTANDING, LETTER OF AGREEMENT, OR INTERSERVICE SUPPORT AGREEMENT:**

**3.3.1. REVIEWS DRAFT AGREEMENT OR MEMORANDUM.**

**3.3.2. DRAFTS INPUT TO AGREEMENT OR MEMORANDUM.**

**3.3.3. REVIEWS FINAL AGREEMENT OR MEMORANDUM.**

**3.3.4. MAKES PERIODIC REVIEW.**

**3.4. PLANS A SPECIAL PROJECT OR EVENT AFFECTING AIRFIELD USE.** Plans and coordinates on a special base event such as Armed Forces Day, local air show, etc., as it affects the airfield facilities.

**3.5. MONITORS INBOUND OR OUTBOUND HOT/DANGEROUS CARGO.** Receives notification of inbound or outbound aircraft with hot/dangerous cargo and coordinates with support agency.

**3.6. COORDINATES ON ESTABLISHING AIRFIELD RESTRICTION.** Prior Permission Required (PPR)/Official Business Only (OBO)/Quiet Hours: identifies for restriction, advises commander, request approval from MAJCOM, receives/reviews MAJCOM approval, and implements restrictions.

**3.7. PROCESSES QUIET HOURS, PPR, OR OBO REQUEST.** Receives a special request for Quiet Hours, PPR, or OBO activity.

**3.8. ISSUES TEMPORARY NONGOVERNMENT FLIGHT LINE ACCESS PERMIT.** Analyzes request, briefs requester, conducts orientation ride, issues permit, and records permit issued.

**3.9. ISSUES ANNUAL NONGOVERNMENT FLIGHT LINE PERMIT.** Analyzes request, prepares letter of disapproval, issues permit if approved, and records permit issued.

**3.10. CONTROLS PEDESTRIAN ACCESS TO THE AIRFIELD.** Reviews request for access, analyzes request, provides briefing, documents request, and notifies appropriate agency.

**3.11. MAINTAINS VEHICLE CONTROL OFFICER/VEHICLE CONTROL NONCOMMISSIONED OFFICER (VCO/VCNCO) FLIGHT LINE TRAINING PROGRAM/BRIEFING.** Schedules, coordinates, prepares, and presents briefing; conducts orientation ride; administers test; and scores test.

**3.12. PROVIDES VCO/VCNCO FLIGHT LINE TRAINING PACKAGE.** Reviews and revises training package.

**3.13. PROVIDES QUALITY ASSURANCE OF FLIGHT LINE DRIVER FAMILIARIZATION PROGRAM.** Conducts a condensed quiz to determine if appropriate flight line driver training has been provided to applicant.

**3.14. CONDUCTS BIRD AIRCRAFT STRIKE HAZARD PROGRAM (BASH) AND ANIMAL CONTROL IAW AFI 91-202, The US Air Force Mishap Prevention Program.** Attends base BASH Committee Meeting, maintains bird/animal dispersal equipment, responds to bird/animal activity, and prepares report.

**3.15. MONITORS FIRE DEPARTMENT STATUS.** Provides crash-rescue status as required, receives fire department equipment-in-commission status, and maintains log of fire department equipment status.

**3.16. PARTICIPATES AS A MEMBER OF THE AIR TRAFFIC CONTROL (ATC) BOARD:**

**3.16.1. PREPARES FOR ATC BOARD MEETING.** Develops presentation on airfield activity.

**3.16.2. ATTENDS ATC BOARD MEETING.** Travels to and from meeting and participates in meeting.

**3.17. ANSWERS QUERY RELATED TO MANAGEMENT OF AIRFIELD USE.****4. FLIGHT PLANNING:**

**4.1. CONDUCTS DEFENSE MAPPING AGENCY (DMA) ANNUAL REVIEW.** Receives, reviews, updates, and forwards the DMA Flight Information Publication (FLIP) annual survey list.

**4.2. PROCESSES FLIP/CHART DATA AUTOMATIC DISTRIBUTION.** Receives, inventories, and distributes FLIP material (products and charts) to subaccount holder as received through automatic distribution.

**4.3. PROCESSES A SPECIAL FLIP/CHART REQUEST.** Receives, researches, validates, and orders special FLIP/chart request.

**4.4. PROCESSES LOCAL PERMANENT FLIP CHANGE.** Analyzes change notice, identifies overage/shortage of product, packages product for subaccount, distributes product, and posts change as appropriate.

**4.5. PROCESSES FLIP PRODUCT CHANGE NOTICE:**

**4.5.1. PROCESSES PLANNING CHANGE NOTICE.**

**4.5.2. PROCESSES ENROUTE CHANGE NOTICE.**

**4.5.3. PROCESSES TERMINAL CHANGE NOTICE.**

**4.6. PROCESSES NOTICE TO AIRMEN SUMMARY.** Obtains summary from Weather Service, separates summary, transmits rerun request for incomplete or garbled summary, receives NOTAM rerun, and completes an AF Form 421, Incoming NOTAM Register.

**4.7. ORIGINATES, CANCELS, OR REVISES NOTAM.** Receives notification, accomplishes administrative process, provides notification to appropriate agency, and transmits NOTAM.

**4.8. PROCESSES NON-NOTAM MATERIAL.** Processes, receives, analyzes, and logs information.

**4.9. MAINTAINS FLIGHT PLANNING ROOM.** Maintains flight planning room display, inspects display and stock of flip products, and restocks flip product required.

**5. FLIGHT DATA:**

**5.1. PROCESSES INBOUND NOTIFICATION.** Receives inbound flight information, acknowledges receipt of inbound flight data, logs flight data information on appropriate flight log, makes notification of inbound information to appropriate agency, and monitors in bound log to verify aircraft status.

**5.2. PROCESSES LANDING NOTIFICATION.** Receives actual arrival notification from ATC, acknowledges receipt of landing notification, logs landing time on appropriate flight log, and relays actual landing time to appropriate agency.

**5.3 PROCESSES "NO FLIGHT PLAN" ARRIVAL:**

**5.3.1. RECEIVES NOTIFICATION FROM ATC OF IMPENDING UNAUTHORIZED OR UNSCHEDULED LANDING.**

**5.3.2. RECEIVES ACTUAL ARRIVAL NOTIFICATION FROM ATC.**

**5.3.3. LOGS ACTUAL LANDING TIME ON APPROPRIATE FLIGHT LOG.**

**5.3.4. TRANSMITS MESSAGE TO DEPARTURE POINT FOR CONFIRMATION OF ACTUAL DEPARTURE AND NOTIFICATION OF FPNO ARRIVAL.**

**5.3.5. COMPLETES APPROPRIATE FORM FOR CIVILIAN AIRCRAFT.**

**5.4. PROCESSES OUTBOUND FLIGHT PLAN:**

**5.4.1. PROCESSES INSTRUMENT FLIGHT RULES FLIGHT PLAN OR COMPOSITE FLIGHT PLAN (DD FORM 175, MILITARY FLIGHT PLAN).** Receives flight plan from individual, reviews flight plan, rereviews flight plan, addresses flight plan, logs outbound flight plan data on appropriate flight log, and notifies appropriate agency of outbound aircraft flight data information.

**5.4.2. PROCESSES VISUAL FLIGHT RULES FLIGHT PLAN (DD FORM 175).** Receives flight plan, reviews flight plan, rereviews flight plan, addresses flight plan, logs outbound flight plan, and notifies appropriate agency.

**5.4.3. PROCESSES STEREO/CANNED FLIGHT PLAN.** Receives flight plan, reviews flight plan, addresses flight plan, logs outbound flight plan, and notifies appropriate agency.

**5.4.4. PROCESSES INTERNATIONAL CIVIL AVIATION ORGANIZATION (DD FORM 801/DOD INTERNATIONAL FLIGHT PLAN).** Receives flight plan, reviews flight plan, rereviews flight plan, addresses flight plan, logs outbound flight plan data, transmits and monitors acknowledgment.

**5.5. REPROCESSES FLIGHT PLAN.** Reprocesses flight plan due to error notification reception or revision.

**5.6. PROCESSES FLIGHT NOTIFICATION DEPARTURE MESSAGE.** Receives actual notification from ATC, logs departure time on appropriate flight data log, calculates en route times on appropriate flight data log, notifies appropriate on-base agency, and transmits flight data.

**5.7. SENDS FLIGHT STOPOVER DEPARTURE MESSAGE.** Receives actual departure time from ATC, logs departure time on appropriate flight data log, notifies appropriate on-base agency, transmits and monitors reply, and sends follow-up flight stopover departure message.

**5.8. RESPONDS TO OVERDUE AIRCRAFT.** Determines an aircraft to be overdue, initiates quick reaction checklist, monitors for reply, logs data on appropriate form, and conducts follow-up action.

**5.9. PROCESSES FLIGHT ADVISORY MESSAGE.** Receives notification of possible hazardous condition which may affect the safe operation of aircraft.

**5.10. PROVIDES NOTIFICATION OF PROPOSED INSTRUMENT ROUTE/VISUAL ROUTE (IR/VR) SCHEDULE.** Receives notification of IR/VR schedule and prepares IR/VR schedule message.

**5.11. RECEIVES FLIGHT DATA FROM OTHER BASE AGENCY.** Receives notification, travels to pick-up point, receives verification of identification and material, returns to work center, analyzes material, and takes appropriate action.

**5.12. MANAGES AIRSPACE:**

**5.12.1. SCHEDULES SPECIAL USE AIRSPACE.**

**5.12.2. ACCOMPLISHES SCHEDULE.**

**5.12.3. COORDINATES SCHEDULE.**

**5.12.4. REVIEWS ANNUAL AIRSPACE REPORT.**

**5.12.5. PROCESSES SPECIAL USE AIRSPACE.**

**5.13. PROCESSES MISCELLANEOUS FLIGHT DATA.**

**6. TRANSIENT AIRCREW SUPPORT:**

**6.1. COLLECTS DATA ON FACILITY CONDITION.**

**6.2. PREPARES SPECIAL REQUIREMENT BRIEFING FOR TRANSIENT.** Prepares special requirement briefing for transient unit and provides data relative to the airfield operation.

**6.3. ASSISTS TRANSIENT AIRCREW.** Maintains lounge for comfort of aircrew, maintains message board for aircrew, provides temporary storage of equipment, and responds to an unsatisfactory rating.

**6.4. SUPPORTS TRANSIENT UNIT MISSION.** Receives unit requirement, notifies, and coordinates with appropriate section to determine capability to support unit requirement.

**6.5. RESPONDS TO UNSATISFACTORY RATING.**

**6.6. MAINTAINS STOCK OF CLASSIFIED MATERIAL FOR TRANSIENT AIRCREW.** Receives notification of new or reviewed material, page checks material, returns to the work center, documents page check, documents inventory, stores material in safe, and conducts daily inventory IAW established procedure.

**6.7. ISSUES CLASSIFIED MATERIAL TO TRANSIENT AIRCREW.** Receives request for material and determines if individual has valid need for material, opens safe, logs inventory, obtains signature on receipt, files receipt, and secures safe.

**6.8. RECEIVES CLASSIFIED MATERIAL FROM TRANSIENT AIRCREW.** Receives request and provides requester valid authorization to receipt for material, processes classified material, and receives classified material.

**6.9. DESTROYS CLASSIFIED MATERIAL.** Prepares material for destruction, transports material to destruction facility, and enters destruction facility, destroys material, and completes destruction.

**7. EMERGENCY RESPONSE:**

**7.1. RESPONDS TO PRIMARY CRASH ALARM:**

**7.1.1. LOGS EMERGENCY DATA TRANSMITTED OVER PRIMARY CRASH NET.**

**7.1.2. ACKNOWLEDGES RECEIPT WITH IDENTIFICATION INITIALS.****7.1.3. REVIEWS QUICK REACTION CHECKLIST (QRC) TO ENSURE APPROPRIATE NOTIFICATION IS ACCOMPLISHED AND PROPER ACTION TAKEN.**

**7.1.4. TRANSMITS DATA ON THE SECONDARY CRASH NET.** Activates, waits for all parties, and repeats information.

**7.1.5. RECEIVES ACKNOWLEDGMENT, BY LIGHTING SYSTEM OR BY OBTAINING INITIALS, OF DATA TRANSMITTED.**

**7.1.6. TRANSMITS UPDATE, TO INCLUDE TERMINATION, AS REQUIRED.**

**7.1.7. LOGS UPDATE.**

**7.2. ACTIVATES SECONDARY CRASH NET WITHOUT PRIMARY CRASH NET ACTIVATION:**

**7.2.1. RECEIVES EMERGENCY DATA.** Receives emergency/exercise data from source other than primary crash net.

**7.2.1.1. RECEIVES DATA.**

**7.2.1.2. LOGS DATA.**

**7.2.2. VERIFIES SOURCE TO DETERMINE IF INFORMATION IS VALID.**

**7.2.3. REVIEWS QRC TO ENSURE APPROPRIATE NOTIFICATION IS ACCOMPLISHED AND PROPER ACTION TAKEN.**

**7.2.4. TRANSMITS DATA ON SECONDARY CRASH NET.**

**7.2.5. RECEIVES ACKNOWLEDGMENT, BY LIGHTING SYSTEM OR BY OBTAINING INITIALS, OR DATA TRANSMITTED.**

**7.2.6. TRANSMITS OTHER INFORMATION AS REQUIRED.** Transmits and logs other information.

**7.3. CHECKS SECONDARY CRASH SYSTEM:**

**7.3.1. ACTIVATES THE SECONDARY CRASH NET DAILY AT A PREDETERMINED TIME.** Activates to determine system operational status and records agency initials.

**7.3.2. FOLLOWS UP ON SYSTEM IRREGULARITY DETERMINED DURING SECONDARY CRASH NET CHECK.**

**7.4. DISSEMINATES WEATHER WATCH/WARNING OR ADVISORY.** Receives weather data and transmits weather data to appropriate personnel or agency.

**7.5. PARTICIPATES AS MEMBER OF THE ON-SCENE DISASTER CONTROL GROUP.** Travels to incident/accident location and coordinates airfield operation as required.

**8. IN/OUTBOUND DISTINGUISHED VISITOR (DV) PROCESSING:**

**8.1. PROCESSES APPLICABLE CHECKLIST UPON NOTIFICATION OF TRANSIENT DV.**



**8.2. UNLOCKS DV LOUNGE.**

**8.3. LOCKS DV LOUNGE WHEN VISITOR HAS DEPARTED.**

**9. VISITING UNIT SUPPORT:**

**9.1. REVIEWS REQUIREMENT.** Reviews list of requirements submitted by visiting unit and coordinates with unit as required prior to arrival.

**9.2. PERFORMS SITE SURVEY.** Performs site survey with visiting unit personnel.

**9.3. ACCOMPLISHES ARRIVAL INVENTORY.** Inventories and issues office and operations space and equipment as requested.

**9.4. ACCOMPLISHES DEPARTURE INVENTORY.** Inventories office equipment for the visiting unit and notifies appropriate section of discrepancy.

**9.5. PROVIDES ASSISTANCE.** Provides assistance to visiting unit in processing flight plan using Service B as required.

**9.6. BRIEFS UNIT REPRESENTATIVE:**

**9.6.1. PREPARES BRIEFING.**

**9.6.2. BRIEFS REPRESENTATIVE.**

**10. CUSTOMS ASSISTANCE:**

**10.1. COORDINATES AIRCRAFT ARRIVAL.**

**10.2. MEETS CUSTOMS PERSONNEL UPON AIRCRAFT ARRIVAL.**

**10.3. ENSURES AIRCREW/PASSENGERS PAPERWORK.**

**10.4. ASSISTS CUSTOMS WITH SEARCH PROCEDURE.**

**10.5. ENSURES MILITARY CUSTOMS PROCESSING COMPLETE.**

**INDIRECT:**

**II. SUPERVISION:**

**II.1. ADMINISTERS PERSONNEL:**

**II.1.1. HIRES EMPLOYEE.** Develops position description, develops job analysis work sheet, submits request for hire, reviews personnel data, interviews applicant, and finalizes selection.

**II.1.2. INDOCTRINATES PERSONNEL.** Conducts initial interview, makes original job assignment, and acquaints new member with work center.

**II.1.3. RATES PERFORMANCE:**

**II.1.3.1. DRAFTS AND COMPLETES PERFORMANCE REPORT.** Drafts and finalizes NGB Form 26, ANG Military Personnel Performance Rating.

**II.1.3.2. ENDORSES PERFORMANCE REPORT.** Reviews completed NGB Form 26 and endorses.

**II.1.3.3. PREPARES/MAINTAINS MILITARY ACTIVE GUARD RESERVE (AGR) RECORD.** Annually prepares/maintains AGR personnel record folder as per state regulation.

**II.1.3.4. REVIEWS MILITARY AGR RECORD.** Annually reviews AGR personnel record folder as per state regulation.

**II.1.4. PREPARES MILITARY/STATE AWARD OR DECORATION NOMINATION.** Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

**II.1.5. SUBMITS MANAGEMENT IMPROVEMENT RECOMMENDATION:**

**II.1.5.1. SUBMITS IMPROVEMENT PACKAGE.** Researches information, prepares, and evaluates suggestion.

**II.1.5.2. PROCESSES SUGGESTION RECEIVED FOR EVALUATION.** Evaluates suggestion and prepares recommendation.

**II.2. SUPERVISES PERSONNEL:**

**II.2.1. SCHEDULES PERSONNEL.** Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

**II.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:**

**II.2.2.1. DEVELOPS REGULATION, OPERATIONAL INSTRUCTION, OR SUPPLEMENT.** Researches applicable document, develops draft, coordinates draft, and proofreads the final copy.

**II.2.2.2. DEVELOPS BULLETIN, POLICY LETTER, OR PROCEDURE.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.2.3. DEVELOPS PLAN, PROGRAMMING PLAN, PROGRAM DIRECTIVE, OR PROGRAM GUIDANCE LETTER.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.2.4. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.2.5. DEVELOPS SELF-INSPECTION CHECKLIST.** Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

**II.2.3. DIRECTS WORK CENTER ACTIVITY:**

**II.2.3.1. INSPECTS WORK IN PROGRESS.** Inspects and reviews subordinate's work and travels to and from subordinate's work area.

**II.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS.** Coordinates with supervisor or other unit agency on work center or personnel status, makes associated telephone call, and performs travel.

**II.2.3.3. KEEPS WORK CENTER PERSONNEL INFORMED.** Informs work center personnel on change affecting individual and work center activity.

**II.2.3.4. PREPARES ROUTING CORRESPONDENCE.** Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.

**II.2.4. COUNSELS PERSONNEL.** Counsels subordinate personnel on performance and progress in career development and improvement. Counsels and assists individuals with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

**II.3. REVIEWS INCOMING DISTRIBUTION.** Reviews incoming correspondence for information and necessary action and marks for routing.

**II.4. REVIEWS OUTGOING DISTRIBUTION.** Reviews outgoing correspondence for completeness and accuracy and signs.

**II.5. REVIEWS REPORT AND STATISTICAL DATA.** Reviews information contained in report and statistical data for impact on work center status and to identify possible trends that require management action.

**II.6. DEVELOPS BUDGET ESTIMATE.** Prepares budget input by researching, evaluating, coordinating, and drafting estimate, forwards estimate to unit resource advisor, and answers follow-on inquiry on estimate.

**II.6.1. DEVELOPS ANNUAL BUDGET ESTIMATE.**

**II.6.2. DEVELOPS QUARTERLY BUDGET UPDATE ESTIMATE.**

**II.7. INSPECTS FACILITY:**

**II.7.1. VALIDATES HAZARD ABATEMENT LOG.** Validates hazard abatement log and forwards to safety office.

**II.7.2. PREPARES USAF HAZARD REPORT.** Prepares USAF Hazard Report and forwards to safety office, reviews response from safety office, appeals response, and reviews answer to appeal.

**II.7.3. INSPECTS FACILITY.** Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention; prepares report; and forwards to proper agency.

**II.8. ASSISTS IN MISHAP OR INCIDENT INVESTIGATION.** Notifies emergency response agency, informs safety office, and assists in investigation.

**I2. ADMINISTRATION:**

**I2.1. TYPES COMMUNICATION.** Obtains and assembles material, types draft, separates copies, collates material, fastens material, proofreads material, releases to originator, receives material for final type, types final, releases to originator, and files copy.

**I2.1.1. TYPES LETTER OR FORM.**

**I2.1.2. TYPES MESSAGE.**

**I2.1.3. TYPES REPORT.**

**I2.1.4. TYPES EVALUATION.** Reviews draft, types draft, and types final evaluation.

**I2.1.5. TYPES NGB FORM 26.****I2.1.6. TYPES AWARD OR DECORATION.****I2.1.7. TYPES PLAN, SCHEDULE, OR ROSTER.****I2.1.8. TYPES STATISTICAL DATA.****I2.2. PROCESSES UNCLASSIFIED DISTRIBUTION:**

**I2.2.1. PROCESSES INCOMING DISTRIBUTION.** Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution.

**I2.2.2. PROCESSES OUTGOING DISTRIBUTION.** Obtains envelope or bulk mailing container, places outgoing correspondence in envelope or container, affixes outside address and return address, places in outbound receptacle, and delivers to pickup point.

**I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:**

**I2.3.1. ESTABLISHES NEW FILE.** Researches regulation, amends file plan, prepares files control label, and prepares new file folder.

**I2.3.2. UPDATES FILE.** Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

**I2.3.3. FILES CORRESPONDENCE.** Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

**I2.3.4. MAINTAINS SUSPENSE FILE.** Determines need for suspense, assigns suspense, posts file, reviews file for compliance, reminds individual of suspense, and annotates file at completion of action.

**I2.3.5. REVIEWS FILE FOR DISPOSAL.** Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

**I2.3.6. DISPOSES OF DOCUMENTATION.** Disposes of material within the work center and disposes of material outside the work area.

**I2.3.7. MAINTAINS LOG OR REGISTER.** Obtains book or form, makes entry, and puts book or form away.

**I2.3.8. MAINTAINS SECURITY FILE.** Maintains file, removes material, and destroys material.

**I2.3.9. MAINTAINS PERSONNEL LOCATOR FILE.** Prepares card or record, posts change, and disposes of card or record.

**I2.4. MAINTAINS CLASSIFIED MATERIAL:**

**I2.4.1. CONTROLS MATERIAL.** Removes material from file, prepares document receipt, routes material, annotates receipt, and files material.

**I2.4.2. INVENTORIES MATERIAL.** Verifies accountability of top secret material and prepares inventory report.

**I2.4.3. SAFEGUARDS MATERIAL.** Checks safe, annotates form, checks room or area, and changes safe combination.

**I2.4.4. DESTROYS MATERIAL.** Selects material to be destroyed, prepares destruction record, destroys material, and signs destruction record.

**I2.5. MAINTAINS CENTRALIZED UNCLASSIFIED PUBLICATION FILE:**

**I2.5.1. ORDERS ADMINISTRATIVE PUBLICATION.** Prepares requisition form, obtains authorizing signature, forwards form, and files form.

**I2.5.2. MAINTAINS INDEX.** Posts new index, posts new publication change to index, and returns index to library.

**I2.5.3. MAINTAINS PUBLICATION.** Removes binder from library, posts change, and returns publication binder to library.

**I2.5.4. DETERMINES REQUIREMENT FOR PUBLICATION.** Determines need for publication, marks index, and disposes of obsolete or nonrequired publication.

**I2.6. OPERATES COPYING MACHINE.** Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

**I2.7. MAINTAINS CONSOLIDATED STOCK OF BLANK FORMS.** Determines requirement, prepares requisition form, receives form, distributes form, files form, requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded requisition form.

**I2.8. MAINTAINS BULLETIN BOARD.** Carries information to bulletin board, posts new information, removes obsolete information, and returns to work area.

**I2.9. MAINTAINS TIME AND ATTENDANCE CARD.** Annotates card, completes card, reviews card for accuracy, obtains required signature, and forwards card to civilian pay.

**I2.10. PROVIDES STENOGRAPHIC SERVICE:**

**I2.10.1. TAKES DICTATION.** Answers request, assembles material, travels to place of dictation, takes dictation, and returns to work area.

**I2.10.2. TAKES MINUTES.** Answers request, assembles material, travels to meeting, takes minutes, and returns to work area.

**I2.10.3. TRANSCRIBES MATERIAL.** Assembles material, types material, reviews typed material, forwards to supervisor, and finalizes appointment.

**I2.11. MAINTAINS APPOINTMENT RECORD.** Receives request, annotates record, coordinates appointment with supervisor, and finalizes appointment.

**I2.12. ACKNOWLEDGES VISITOR.** Greet visitor, answers query, and refers visitor to appropriate person or location.

**I2.13. PROCESSES AUTOMATIC DATA PROCESSING CARD.** Receives input data, punches card, verifies punched information, corrects error, and releases card to originator.

**I2.14. MAINTAINS COMPUTER SYSTEM.** Installs software and hardware, modifies software, adds and removes users, tests new software and hardware, troubleshoots problems, deletes outdated files, and backs-up system.

**I3. MEETING:**

**I3.1. PREPARES FOR MEETING.** Gathers information, organizes material, prepares chart or slide, practices presentation, and travels to meeting place.

**I3.2. CONDUCTS OR ATTENDS MEETING.** Conducts or attends meeting and returns to work area.

**I4. TRAINING:**

**I4.1. ADMINISTERS TRAINING:**

**I4.1.1. EVALUATES INDIVIDUAL TRAINING REQUIREMENT.** Compares member's qualification with work center duty requirement, compares technical school graduation requirement with classification manual, prepares and submits training quality report (TQR), designates trainer, and prepares new training record.

**I4.1.2. DEVELOPS TRAINING PLAN.** Determines training requirement, develops job qualification standard continuation sheet, develops training chart or equivalent, and develops or revises training schedule.

**I4.1.3. CONTROLS CAREER DEVELOPMENT COURSE (CDC) PACKAGE.** Controls CDC material, prepares and submits training quality report (TQR), reviews volume review exercise results with trainee, and reviews CDC material with trainee.

**I4.1.4. COUNSELS TRAINEE.** Conducts initial training interview, counsels trainee on training progress, and documents counseling on training record.

**I4.2. MAINTAINS TRAINING RECORD.** Reviews and updates training record to ensure currency of required documentation and forms.

**I4.3. DEVELOPS TRAINING MATERIAL.** Researches required information, updates existing training material, drafts new training material, develops training aid, and revises training aid.

**I4.4. CONDUCTS TRAINING.** Prepares training situation, makes presentation, observes performance, administers test, and annotates training record.

**I4.5. RECEIVES TRAINING.** Prepares for training, receives instruction, performs procedures, and takes test.

**I4.6. READS PUBLICATION.** Reads technical and standard publication to maintain job proficiency.

**I5. SUPPLY:**

**I5.1. PROCESSES EQUIPMENT REQUEST.** Determines need and authorization for equipment, researches stock number or nomenclature, prepares justification, submits request, takes follow-up action, and receives or turns in equipment.

**I5.2. CONDUCTS INVENTORY.** Inventories equipment on hand and ensures accuracy of records.

**I5.3. MAINTAINS CUSTODIAN DOCUMENT.** Receives listing from supply, posts change to record, and resolves inconsistency.

**I5.4. OBTAINS EXPENDABLE SUPPLIES.** Determines need, researches stock number, picks up expendable supplies from supply custodian, and distributes supplies.

**I6. EQUIPMENT MAINTENANCE:**

**I6.1. MAINTAINS OFFICE EQUIPMENT.** Cleans equipment; dusts equipment; changes ribbon, belt, or tape; and makes minor adjustment.

**I6.2. MAINTAINS SHOP EQUIPMENT:**

**I6.2.1. MAINTAINS MACHINERY.** Performs periodic inspection, performs preuser inspection, and maintains list of equipment.

**I6.2.2. MAINTAINS TEST EQUIPMENT.** Establishes and maintains list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs preuser inspection, and performs periodic inspection.

**I6.2.3. MAINTAINS CONSOLIDATED TOOL KIT (CTK).** Orders new or replacement tool, inspects CTK, conducts periodic inventory, and reports missing tool.

**I6.2.4. MAINTAINS INDIVIDUAL TOOL KIT.** Reports to supply for initial or subsequent issue, replaces broken or lost tool, and conducts periodic inventory.

**I6.3. MAINTAINS ASSIGNED VEHICLE.** Performs operator inspection, washes vehicles, and refuels vehicle.

**I7. CLEANUP:**

**I7.1. PREPARES WORK AREA.** Places working tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

**I7.2. PUTS WORK AWAY.** Stores working tools or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

**I7.3. CLEANS WORK AREA.** Dusts, sweeps, mops, waxes, buffs, and performs other associated janitorial tasks.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Airfield Managemen/FAC 4710TC			Constant Manpower								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Airfield Management	271X1	AGR	2								
TOTAL			2								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											